

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-09-019

OPEN TO: Locally Resident United States Citizens

POSITION TITLE: Program Specialist
Office of Program Management

ISSUANCE DATE: November 15, 2009

CLOSING DATE: November 29, 2009

PERIOD OF PERFORMANCE: 2 Years

WORK HOURS: 40 hours/week

MARKET VALUE: USD 70,615 – USD 91,801
Position Grade Level (GS-13)

PLACE OF PERFORMANCE: Amman, Jordan

SECURITY ACCESS: Secret

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens already resident in Jordan for the position of Program Specialist in the Office of Program Management. This position is a GS-13 and the salary range is USD 70,615 – USD 91,801. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined within the salary range noted above based on meeting the required qualifications and previous salary history. No expatriate benefits, such as housing, rest and recuperation travel, and educational allowances, will be provided with this position.

Interested parties should submit an application by following the instructions below.

Introduction (Background)

USAID/Jordan has worked hand-in-hand with Jordan's leadership since 1952 to promote Jordan's development and improve living standards for Jordanians. Assistance to date totals over \$6 billion, and exceeded \$500 million last year, making the USAID/Jordan program one of the U.S. Government's largest foreign assistance

programs in the world. The Mission's 2006-2011 strategy focuses on economic growth, water, environment, governance, health, and education. Youth, poverty alleviation, and energy are new, cross-cutting areas of emphasis.

USAID/Jordan's Office of Program Management (OPM) seeks a locally-resident U.S. Citizen Program Specialist to enhance the Mission's outreach to the U.S. and Jordanian public, as well as reporting to U.S. government audiences. The Program Specialist will report to OPM's Director and serve as the Mission's lead for outreach and reporting to English-language audiences, applying strategic vision, creativity, and excellence in journalism, professional writing, development, public relations, and/or marketing to expand the range and quality of USAID/Jordan's information products and increase support for USAID/Jordan programs. The incumbent will also contribute to shaping outreach and reporting to local audiences, guiding a Development Outreach Coordinator in developing local outreach strategies and plans, and in managing an outreach contract that coordinates public events and produces information products to enable USAID/Jordan to connect with a broader segment of the Jordanian public, and in particular the country's youth.

Detailed Duties & Responsibilities:

Public Outreach: 60%

- Leads Mission outreach to English-language audiences by refining and expanding USAID/Jordan's media/outreach strategy and developing innovative outreach strategy and information products and revising/ regularly updating existing materials, to include Web-based outreach, newsletters, brochures, information packets, photo exhibits, USAID/Washington "Telling Our Story" reports, and other information tools; coordinates with concerned Embassy and Mission offices to develop such information products.
- In coordination with the OPM Director, Mission Management, Embassy Public Affairs, and (for outreach to U.S. organizations) USAID/Washington's Legislative/Public Affairs Bureau, seeks opportunities for Mission management and other Mission staff to reach out to concerned U.S. and Jordanian audiences (media, university communities, non-governmental organizations, think tanks, business community) regarding U.S. assistance to Jordan, working closely with senior Mission management and the Embassy front office to pursue such opportunities; briefs participating USAID/Jordan staff and coordinates all aspects of such contacts; and
- Oversees outreach to Jordanian audiences by leading the Mission's inter-office outreach committee and serving as supervisor and mentor to USAID/Jordan's Development Outreach Coordinator in managing our outreach to local audiences, centered on a contract with a local public relations firm. Shapes outreach strategy and future program plans, applying creative vision to enable

USAID/Jordan to build support for its programs in Jordan, with particular emphasis on reaching Jordan's youth.

Program Information/Development Support: 40%

- Coordinates a major program of Mission public events, strategically identifying those that merit Ambassador/Mission Director participation. Proactively plans a six-month plan for such events. Writes, reviews, and edits scene setters, talking points, and press releases. Coordinates closely with Mission and Embassy Front Offices, Embassy Public Affairs, USAID technical offices, and USAID institutional partners on event preparations.
- Writes and edits a wide range of both regular and ad-hoc reports to U.S. government audiences, ranging from Operational Plan and Mission Strategic Plan narratives to draft responses to USAID/Washington, State Department, and Congressional Inquiries; ensures emphasis on consistent messages and themes in such reporting.
- Coordinates USAID/Washington, State, and Congressional visits to USAID programs in Jordan, and serves as overall coordinator for Embassy-USAID visit schedules as required; related duties shall include preparing background information for visitors; coordinating with concerned Embassy and USAID sections on visit preparations; participating actively in such visits; and keeping them on schedule.
- Makes regular visits to USAID project sites, together with concerned technical office staff, to learn more about USAID projects in order to report on them more effectively; coordinates with technical offices and implementing partner staff on such reporting.
- To fulfill a major need for new systems to track geographic and other data on USAID/Jordan programs to facilitate and improve both reporting and outreach, designs and oversees the development and possible procurement of new systems for data collection, management, and presentation. This may include databases, spreadsheets, and/or a Geographic Information System.
- Participates on Mission task forces, working groups, and program design teams charged with coordinating and developing USAID/Jordan programs; and
- Depending on Mission need and candidate's technical background and program officer skills, serves as OPM "backstop" to one or more Mission technical teams.

Qualifications & Selection Criteria:

Experience (40 Points):

Seven or more years of professional experience that has included significant, demonstrated professional writing responsibilities for one or more of the following types of English-language publications: news features, annual reports, articles, books, blogs, marketing or public relations materials, background information, strategic plans or other strategy documents, project performance reports, and newsletters **is required**. Applicants **are required** to provide one or more samples of such written work products together with the application.

Knowledge (30 Points):

Demonstrated ability to coordinate and work collaboratively with staff at all levels, including senior management **is required**. Demonstrated experience working effectively in a cross-cultural setting **is required**. One or more years of experience living in Jordan or elsewhere in the Middle East/North Africa **is preferred**.

Education (20 Points):

Bachelor's degree, with preference for degree in area studies, development, international relations, history, literature, public policy, political science, journalism, economics, or business (particularly marketing or public relations) **is required**. Master's degree in one of these fields **is preferred**.

Language (10 Points):

Level IV or V (native) English language skills **are required**. Arabic language proficiency **is preferred**.

Supervision and Management Responsibilities:

The Program Specialist shall report directly to the OPM Director or his/her designee. He/she will be expected to exercise independent judgment and authority to plan his/her work and that of others, to include developing long-term public outreach strategy and event plans. He/she will be expected to provide appropriate oversight and mentoring to the Development Outreach Coordinator on USAID/Jordan's outreach to local audiences. He/she shall frequently liaise directly with Mission senior staff, Embassy front office, and USAID/Washington and State Department officials.

On Program responsibilities, shall coordinate closely and effectively with both the OPM Deputy Director and Development Specialist (Project Development Officer), who have the authority to delegate to the Program Specialist. Shall coordinate effectively with Mission and Embassy staff in multiple offices and at multiple levels in the course of carrying out both Program and Outreach responsibilities.

Applying:

Interested individuals are required to submit the following items to this email address:
Program-Spec-Vacancy@usaid.gov.

1. Optional Form for Federal Employment (OF-612); plus
2. One or more samples of written work products (Experience Qualification); plus
3. A current resume or curriculum vitae; plus
4. Proof of degrees earned (copy of transcript or diplomas) as well as any other documentation that supports the applicant's qualifications for the position as described in this announcement. **All documentation must be translated into English.**

Optional Form for Federal Employment (OF-612) can be found at:
<http://www.usaid.gov/forms>.

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Only top ranked candidates will be contacted.

Benefits:

- Employer's FICA Contribution.
- Contribution towards Health & Life Insurance.
- Pay Comparability Adjustment.
- Annual Increase.
- Eligibility for Worker's Compensation.
- Annual & Sick Leave.

Federal Taxes: USPSCs are not exempted from payment of Federal Income Taxes.

Point of Contact:

Point of Contact: Questions may be directed to USAID Executive Office, Attn: Shahla Al-Karadsheh, Tel: 590-6000, ext. 6605; Fax: 592-0143.